

Position: Head Cook
Department: Social Services
Supervisor: Title VI Coordinator
Supervises: No one
FLSA Status: Non-Exempt

Position Summary:

Under the general supervision of the Title VI coordinator, incumbent will be responsible for meal preparation and all related kitchen duties and practices, health, safety, sanitation and food storage.

Duties and Responsibilities:

- Prepares meals for the Title VI participants, at the nutrition site and the meals sent to the homebound.
- Prepares menus in advance to meet with the Dietitian for the special needs of the elderly. The menu must meet the 1/3 RDA Requirements.
- Prepares food supply list for the program coordinator to order.
- Responsible for all kitchen related duties and practices. Helps to keep dishes and sink clean.
- Sanitation, health, safety, temperature checks daily refrigerators, freezers and food served.
- Record keeping of following items and supervision of record keeping:
 - Inventory daily for general food supply, supervise monthly inventory
 - Daily meal count of all meals served
 - Daily sign-in meal sheet
 - Daily count of units of service
- Transports of meals and people as needed.
- Other duties may be assigned.

Knowledge, Skills, and Abilities:

- Excellent interpersonal communication skills.
- Ability to work in a fast paced, high-stress environment.
- Ability to contribute to teamwork oriented environment.
- Current Oklahoma Drivers License.
- Up to date immunizations.

Education and Experience:

- Completion of food preparation training at an accredited vocation school.
- Two (2) years experience in quantity meal preparation.

Physical Demands

- Majority of work is performed indoors
- Regularly required to stand and walk.
- Regularly required to use hands to touch/handle equipment, or reach with hands and arms.
- Occasionally lift and/or move up to 40 pounds.

Employee's Signature

Date

Supervisor's Signature

Date